



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 8/15 /16

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109th avenue, Sweetwater, FL 33174

MAYOR ADMINISTRATIVE ASSISTANT– POSITION # 1095 – FULL-TIME

Applications will be considered on a first-come, first served bases. Deadline for accepting applications: 8/29/16

Provides analytical, administrative and liaison work in support of the Mayor. Projects may include statistical analysis, legislative research, liaison with the public and varied community groups and representing the Mayor at various meetings and functions. Must have the ability to establish and maintain effective working relationships with employees, elected officials, and representatives of public and private groups, the media and general public. Must have the ability to coordinate multiple projects and meeting critical deadlines.

An Associate's degree in Business or related field and three (3) to five (5) years of professional experience demonstrating knowledge of principles and practices of public administration and government relations. Fluency in English and Spanish is required.

City of Sweetwater. Human Resources

500 SW 109th Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>